

Assess Your Job Search Knowledge

To assess what you know about searching for a job today, take the quiz below:

Job Search Quiz

1. What kind of resume do I need?

- a. I don't need a resume' yet. I'll worry about that when I find the job I want to apply for.
- b. I should include my name, address, phone number, e-mail address, and educational credits I have earned.
- c. I should include, in addition to the above, any experience that shows the kind of person I am and the kind of job I can do.
- d. I need to make up some job experience, because no one's going to give a job to someone who doesn't have one.

2. The best way to get a job is?

- a. Read the help-wanted ads in the newspaper.
- b. Check the job web sites on the Internet.
- c. Ask my family, friends, co-workers or school contacts.
- d. Give some serious thought to the kind of career I want, write and create several career goals, target the companies I most want to work for, and approach them either via a direct phone call, e-mail to a general resume submission service, or do an informational interview with someone from the organization.

3. I'm going for my first job interview. I'll:

- a. Dress casually – I want them to get to know the REAL me.
- b. Wear business-appropriate clothes, no matter what the company dress code is.
- c. Wear a professional business suit
- d. Study pictures of the top executives in the company I'm interviewing for, and dress exactly the way they do.

4. During the interview, it's particularly important to:

- a. Tell a few jokes to show that I am at ease.
- b. Ask about salary very early on, so they'll see that I'm not the sort they can take advantage of.
- c. Ask several questions that I researched about the company to show my interest.
- d. Don't talk very much. Let the interviewer do the talking. The more you say, the more mistakes you're likely to make or stick your foot in your mouth by mistake!

5. *According to the Department of Labor Report on American Dynamic Workforce, "The Jobs of the Future" 2002-2012, describe the job outlook for the future as:*

- a. Jobs in healthcare will increase more than 28% between 2002 - 2012.
- b. Projected jobs will increase between 2002 and 2012. There will be positions such as; software publishers, Internet service providers, web search portals, residential care facilities, home health care services, and the wireless telecommunications carriers.
- c. Median age of the labor force was 34.6 years old in 1982 and by 2012 the median age will be 41.4 years old. Highest level ever recorded was 40.5 years old in 1962.
- d. All of the above

Job Search Quiz Answers:

Read below to see how you rated.

Question 1	The answer is C – nothing should be made up on a resume. No one wants to hire someone who’s dishonest.
Question 2	In this question all the answers a, b, and c add up to D – which is the correct answer to this question.
Question 3	The answer is B. Use your best judgment when it comes to the proper dress for an interview.
Question 4	The answer is C. It’s important to demonstrate that you have done research and have specific questions around the position, company, values, goals, and how you overall would “fit” into that organization.
Question 5	The answer is D (all of the above). The age, types of jobs available, and the growth of healthcare needed positions will increase dramatically based on the needs of the “baby boom” generation that will in retirement.

Whether you scored a perfect 5 or got a few wrong, most of us can benefit from a few reminders or new tips for getting the job you want. Searching for a job is a full time job in itself! Complete the following tasks to help the process move more quickly.

- 1. Writing your career goals and a career plan***
- 2. Write or update your resume***
- 3. Search for jobs, Apply for open positions, and Network to find openings in the “unpublished” job market.***